

Permit Application Portal



Instruction Booklet



Kitsap County Department of Community Development

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Your partner in building safe, resilient, and sustainable Kitsap County communities!

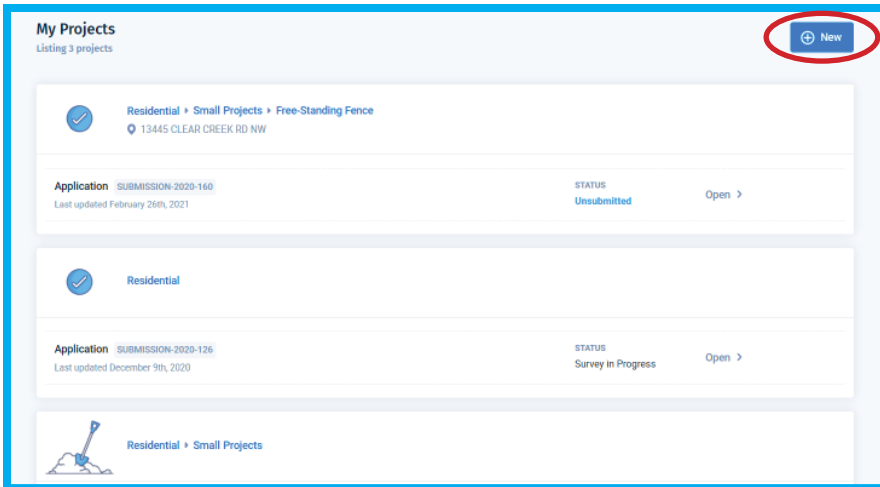
Step 1: Create an account and sign-in

The diagram illustrates the process of creating an account. On the left, the 'Kitsap County's Permit Application Portal' sign-in page is shown. A red circle highlights the 'Sign up now.' link, with a red arrow pointing to it. A black arrow points from this link to the 'Create an Account' page on the right. The 'Create an Account' page includes fields for 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', 'PASSWORD', and 'CONFIRM PASSWORD'.

You will need to create an account for the **Permit Application Portal**. The **Permit Application Portal** is different than the **Online Permit Center**, which is where you will manage your permit.

The password requirements will pop-up in a window and will check off as you meet them.

Step 2: Answer questions about your project



If you have applied previously, you will see a list of your ongoing and past projects. If this is your firsttime,youcan select the **New** button to begin answering questions by selecting the options available.

The screen asks 'Which option below best describes your project?'. There are two main options, each with a radio button and a 'Show more' link. The first option is 'Residential', which is selected. It describes property zoned for living or dwelling and lists sub-options: 'New Home', 'Accessory Structure', 'Modifying an Existing Structure', 'Manufactured Homes', and 'Misc...'. The second option is 'Fire Code Permits', which is also selected. It describes permits reviewed by the Fire Marshalls office and lists sub-options: 'Fire Alarm/Sprinklers', 'Type 1 Hood and Duct Suppression System', 'LP Gas', and 'Flammable and Combustible Liquids'.

The screen asks 'Which option below best describes your project?'. There are two main options, each with a radio button and a 'Show more' link. The first option is 'Mechanical & Plumbing Projects', which is selected. It lists sub-options: 'Propane/LP Tanks Under 501 Gallons', 'Gas Piping', 'Woodstoves', and 'Fixtures (New, Replaced, or Relocated) such as - sinks, tubs, fans, furnace, or cookstoves'. A note states 'Please note: Woodstoves may no...'. The second option is 'Small Projects', which is not selected. It lists sub-options: 'Deck', 'Fence', 'Pool', 'Porch', and 'Retaining Wall'.

The screen asks 'Please enter the parcel number or address for your project:'. It features a search bar with a 'Search' button. Below the search bar is a map showing a geographical area with roads and water bodies. The map is centered on a location near 'SHERMAN HEIGHTS' and 'East P. Grina'.

The following screens will allow you to pick the best options to describe your project. These choices will help determine the documents you will need to upload in the next section.

The first step is to enter your address and pick your parcel. If you do not have an address, you can find a nearby address and then move around the map to select your parcel.

The screen shows a questionnaire with a 'Back to previous page' button at the top left. The first question is 'Will your deck be attached to a mobile/manufactured home?' with a radio button selected for 'I'm not sure how to answer this'. Below this are two radio buttons for 'Yes' and 'No'. The second question is 'Will there be a licensed contractor working on this project?' and the third is 'Has a licensed contractor already been selected for this project?'. At the bottom, there is a 'Submit Answers' button.

Step 3: Upload your documents

This screen allows you to provide more information about your project and is where you will upload your documents. As you finish each section, you will see a green checkmark indicating that you have completed that section and are ready to move on to the next.

1 Project Information

- Small Project Description (Information Collection) ✓
- Fence - Total Linear Feet (Information Collection) ✓

2 Submittal Items

- Site Plan (Document upload) ✓
- Engineered Construction Plans (Document upload) ✓
- Additional Technical Reports (General task or approval) ✓

3 Important Information

- Contractor Information Will Be Required (Information Collection) ✓

Project Information

Small Project Description

COMPLETED ON
February 26, 2021

Instructions

Examples:

- Building a 320sqft second story uncovered deck to the rear of the home with a staircase down
- Adding a roof over an existing 200sqft front deck that serves the main entry
- Building an 8ft tall wood fence along 100ft of the west property line

Project Details

In the box below, please provide a detailed description of your project including the entire scope of work: *

Replacing existing fence at the front property line.

Save Answers

Application
SUBMISSION-2020-160

Submit Application

Steps

- 1 Project Information**
 - Small Project Description (Information Collection) ✓
 - Fence - Total Linear Feet (Information Collection) ✓
- 2 Submittal Items**
 - Site Plan (Document upload) ✓
 - Engineered Construction Plans (Document upload) ✓
 - Additional Technical Reports (General task or approval) ✓
- 3 Important Information**
 - Contractor Information Will Be Required (Information Collection) ✓

Complete this step by filling out the form. 0 of 2

This step must be completed to submit the application.

Online Permit Center Information

Contact Information

Instructions

An [Online Permit Center](#) account is required in order to have a permit number assigned and continue with the permit process after submitting an application to the Permit Application Portal.

In the Online Permit Center, you will be able to pay fees, issue permits, check status, and schedule inspections.

To create your Online Permit Center account, you can follow the link [HERE](#). If you need additional assistance, you can check out the step by step instructions [HERE](#).

Form

DCD Online Permit Center Contacts Expand view

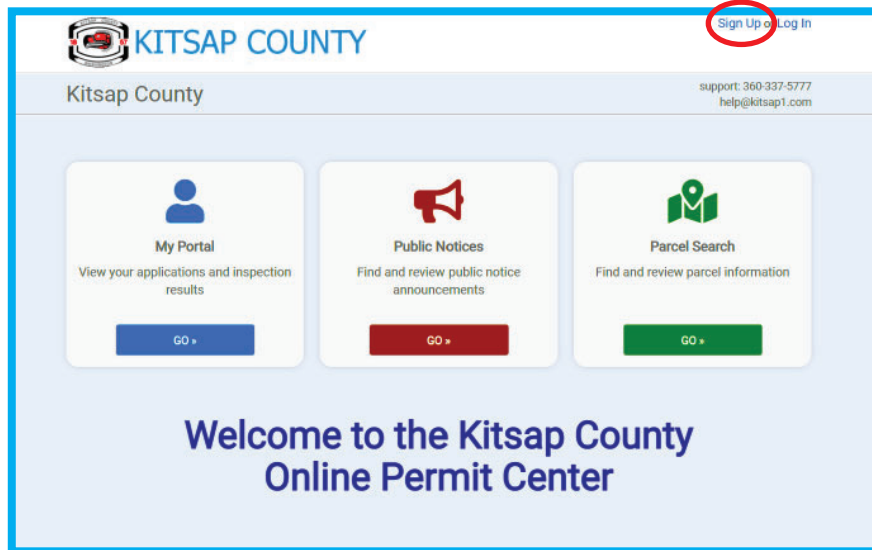
Online Permit Center Contacts

Primary Contact Information

You will need to have an account in the online permit center to proceed to the next step. If you have an existing account, you can proceed to Step 4. If you do not, you will want to use the links provided and create an account (steps available on the next page). This will allow you to complete and manage your permit including, pay for your permit, and schedule inspections.

Complete the upload page by answering all the questions. You are ready to move on if the "Submit Application" button turns green at the top of the page.

Step 3.5: Online permit center account



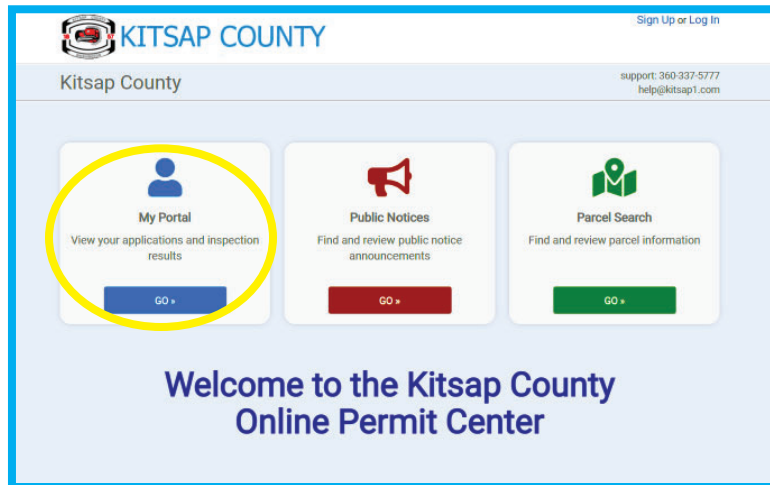
On the account sign-up page provide a valid email address and password. If applying for a new permit, you can skip the access code and move on with the sign-up process. In the following screens, you will add a contact address, review the information you entered, and look over the terms and conditions.

You are now ready to create your account.

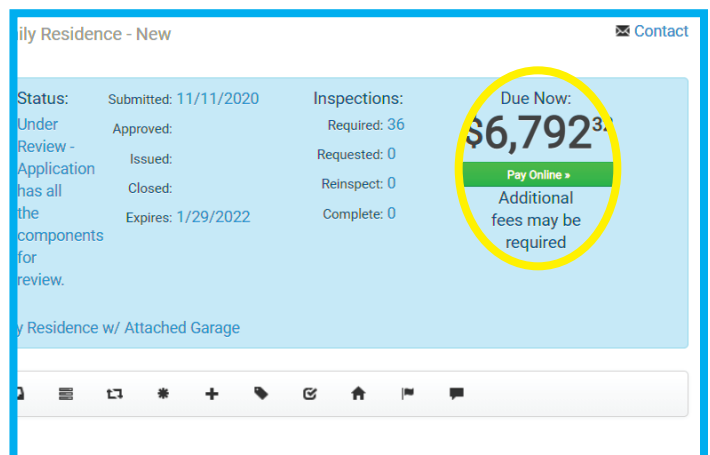
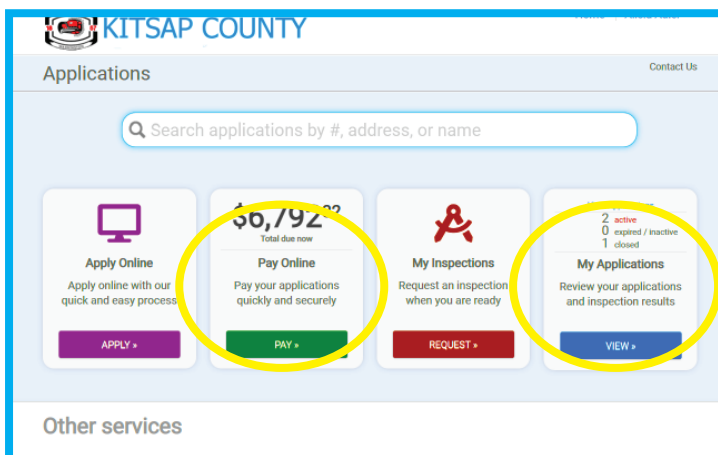
The screenshot shows the "Account Sign Up" page, which is the first step in a three-step process. The steps are labeled "1 Account", "2 Contact", and "3 Review". The "Account Sign Up" section contains three input fields: "Email Address" (with a "Valid Email Address" label), "Password" (with a "Minimum 8 characters" label), and "Confirm Password" (with a "Re-enter password" label). Below these is an "Access Code" section with a "Code:" input field and a note: "The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step." At the bottom of the form is a blue "Next" button with a right-pointing arrow.

Step 4: Pay for your permit

After you've received a pending payment notification from one of our permit technicians, you are ready to log in and pay for your permit. You will proceed to the [Online Permit Center](#) and log in. Once logged in, you will continue to the MyPortal page and click Go.



You have two options to pay for your permit. An online payment section will add the item to your cart and proceed to payment. The other option is to go to the My Applications page, click on your permit number, and a payment option will be available at the top of the screen. If you have multiple permits, you will want to use the MyApplication section and choose the correct permit number.



Step 5: In queue for review

Congratulations! You are now in queue for review. Our staff will run a concurrent review to expedite the process and get you on your way to completing your project.